



Effective Teams Facilitation Workshop

TEAM LEAD COMMON QUESTIONS

Chuck and Ryan have heard:

- How do I move from one agenda topic to the next without making the group feel rushed?
- How do I know when to step in when the group gets off track?
- How do I use this new agenda format without sacrificing the creativity that comes from open discussion?
- What should I do if the group wants to talk about something not on the agenda?

QUICK POINTERS

Meeting Set Up:

- Send out the agenda beforehand and ask if there are other agenda items we need to consider.
- If you have someone presenting during your meeting, ask them before to provide you with a desired outcome. Work with them to build the "How" section of the agenda.

Conducting the Meeting:

- As the facilitator, always ASK the group where they want to go next. Use the agenda and desired outcomes to make process suggestions.
- State desired outcomes and agenda topics at the beginning of each meeting AND ASK FOR GROUP AGREEMENT.
- Provide a brief overview of each agenda item so the group knows what they will be talking about and how it relates to the desired outcomes.
- The times on the agenda are not set in stone. They serve as a baseline for the discussion. As you begin to feel more comfortable, use the timekeeper during specific parts of the meeting where you know the group will need a cut off point (i.e., brainstorm, quick discussion).
- The failsafe: when off track, ask the group, "So where are we right now?"

Follow Up:

- Use How, What, By When Chart to keep progress. Compare action items to project workplan to make sure the group is on track to meet major milestones.
- Use meeting outcome summary template to track progress.
- Use your time at the end of the meeting to determine the Desired Outcomes for the next meeting. Involve the group in the project management process with the group.